

CORE Instructions for Student Club Treasurers

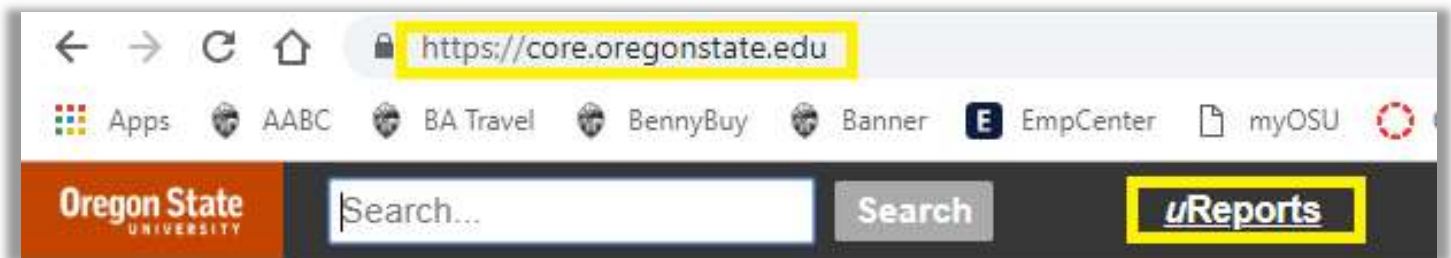
Contacts

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1. Go to **core.oregonstate.edu**
2. Once you sign in with your ONID credentials, go to **uReports**



3. Scroll to the bottom of the page
4. **Fiscal Year** is from July 1st – June 31st. On July 1st, 2020, OSU is in Fiscal Year **2021**
 - a. To see the prior year's balance, type in 2020
5. Enter your **Index** here (begins with MUN followed by a letter and two numbers)
6. Click **Search**

Index Search

View budgeted and actual finance activity by Index or Activity Code.

Search: CORE

Fiscal Year (1996-Present) **Index** Activity **Search**

ORGs under Oregon State University

Title
Executive & Administrative Offices
Colleges & Branch Campuses

7. See the current balance (not reflecting outstanding transactions) under **Actual**
8. See the sum of the year's transactions under **Projected Balance**. *This is not your balance.*
9. Click on the blue highlighted numbers to see a list of the transactions under each account code

Unencumbered Balance (FIN1890) ?

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FY: 2019
 Index: [Your club title is here](#)
 Fund:
 Organization:
 Program:
 As of: 10/18/2018

Projected Balance: (\$3,550.56)

Year to date sum of expenses and revenue

Cash Balance

[To View Activity Details Click Here](#)

This is your **ACTUAL** balance (does not reflect outstanding transactions)

Account A0901 Cash On-Hand - Interfund Actual \$1,307.29

Click the blue numbers to see a breakdown of all the transactions under that account

Report Category	Account	Budget	Actual	Unencumbered Balance	Encumbrance	Projected Balance
<input type="checkbox"/> Income		\$0.00	\$2,701.94	\$2,701.94	\$0.00	(\$2,701.94)
	06901 Miscellaneous Sales & Svc Income	<u>\$0.00</u>	<u>\$2,701.94</u>	\$2,701.94	\$0.00	(\$2,701.94)
<input type="checkbox"/> Other Expenses		\$0.00	\$6,252.50	(\$6,252.50)	\$0.00	(\$6,252.50)
	20199 Miscellaneous Supplies	<u>\$0.00</u>	<u>\$6,252.50</u>	(\$6,252.50)	\$0.00	(\$6,252.50)
Totals:						
	Income	\$0.00	\$2,701.94	(\$2,701.94)	\$0.00	\$2,701.94
	Expense	\$0.00	\$6,252.50	(\$6,252.50)	\$0.00	(\$6,252.50)
						(\$3,550.56)